



Job Announcement

Position: PERS-Internal Auditor Director
Department: Internal Audit
Annual Salary: \$67,070.88
Supervisor: Pat Robertson

Internal Audit:

Internal Audit assists management with achieving agency goals and objectives by conducting assurance and consulting services to identify areas for improvement and manage risk. Internal Audit serves as a resource to management in researching technical issues. This division also helps management review the exposure drafts and other documents released for comment by the Governmental Accounting Standards Board to evaluate how they might impact the state of Mississippi and Treasury operations.

PERS-Internal Audit Director primary tasks:

- Develops a flexible annual audit plan using an appropriate risk-based methodology, including any risks or control concerns identified by management, and submits that plan to the Executive Director for review and approval and to the Audit Committee for comment as well as to provide periodic updates.
- Implements the approved audit plan including, as appropriate, any special projects requested by management and the Audit Committee.
- Assesses the adequacy and effectiveness of the organization's processes for controlling its activities and managing its risks in the areas set forth under the mission and scope of work.
- Reports significant issues related to the processes for controlling the activities of the organization including potential improvements to those processes.
- Provides periodic reports to the Executive Director and the Audit Committee summarizing the results of audit activities including the implementation status of prior audit recommendations.
- Evaluates and assesses significant new or changing functions, services, processes, operations, and control processes concurrent with their development, implementation, and/or expansion.
- Participates in manual and automated system design as an advisor on risk and management controls.
- Maintains a professional audit staff with sufficient knowledge, skills, experience, and professional certifications to meet the requirements of the Internal Audit Charter.
- Maintains an effective quality assurance program to include supervision, training, internal reviews, and external reviews.
- Issues an annual report which separately lists audit reports issued and other activities completed or in progress as of the end of the fiscal year.
- Assists as appropriate in the investigation of suspected illegal or fraudulent activities within the organization and report results to the Executive Director and the Audit Committee.
- Serves as the primary liaison with external audit groups.

Education and Experience Requirements:

The preferred candidate(s) for the position will have a master's degree from an accredited four-year college or university in accounting and eight (8) years of experience in accounting work, four (4) years of which much have been in auditing OR a bachelor's degree from an accredited four-year college or university in accounting and nine (9) years of experience in accounting work, five (5) years of which much have been in auditing.

If you are interested in this position, please submit your application online with the Mississippi State Personnel Board at www.mspb.ms.gov before close of business **Tuesday, February 28, 2017.**